

COMMISSIONER OF DEEDS

For the

City of Troy, NY

NYS Executive Law § 139: NY Code – Section 139:
Commissioner of Deeds within the state

Eligibility: Person to whom the Commissioner of Deeds is issued must:

- Be eighteen (18) years old
- Be a permanent resident within the city limits of Troy, NY or
- Work in Troy, but maintain their permanent residence in Rensselaer County

Jurisdiction: Commissioner of Deeds authority exists **ONLY** within the city limits of Troy. Commissioner of Deeds **CANNOT** act outside the jurisdiction of the city limits of Troy, NY

Authority: Powers of Commissioner of Deeds are not restricted to certifying signatures on property transfers. A number of political party officials and activists apply to become commissioner of deeds to certify signatures on nominating petitions in the election process.

Appointment: Commissioner of Deeds are appointed by Resolution the City Council (common council)

Term: Two (2) Years

Validity of term as Commissioner of Deeds: Term is invalid if:

- Eligibility requirements are found to be invalid
- Misspelling or misnomer of name or other error made in appointment
- Omission to file with the County Clerk
- Change of residence
- Commissioner of Deeds acted outside their jurisdiction, i.e., the City of Troy
- Expiration of term

Application: provide a completed **notarized** application along with a:

1. Proof of residency within the city limits of Troy, NY.
 - a. valid NYS drivers license or non- drivers license with current address
2. If your residence is outside of the City of Troy, but in Rensselaer County, proof that your place of business is in the City of Troy.
 - a. Business card or work ID and
 - b. Pay stub which includes your business' name and address

When Approved: The County Clerk will mail applicant information to pick up the Commissioner of Deeds card. There will be a fee of \$10 to be paid to the County Clerk.

Additional information available at this site:

<http://www.dos.ny.gov/lg/publications/CitizenGuidetoPetitions.pdf>

COMMISSIONER OF DEEDS
Application for Appointment

State of New York
Rensselaer County
City of Troy

To the City Clerk of the City of Troy, New York:

I, _____ (*print full name*), being duly sworn, hereby make application for appointment to the office of Commissioner of Deeds in and for the City of Troy.

I hereby swear that:

1. I am a citizen of the United States, *and*
2. I am _____ years of age *and*
3. Check one
☐ 1. I maintain my fixed and permanent residence at (*print address*)

in the City of Troy, New York,

☐ 2. I maintain an office or place of business in the City of Troy, at

(*print address*)
And I maintain my fixed and permanent residence at
_____ in
_____ (*town/village*) in Rensselaer County.

Applicant sign full name here _____

On this _____ day of _____, 20____, before me appeared

_____, to me known to be the same person described in and who executed the foregoing instrument and he/she duly acknowledged to me that he/she executed the same and that the information contained therein is true and accurate.

Notary Public or Commissioner of Deeds

Approved on _____, 20____

Troy City Clerk

Proof of Residency:

OFFICE USE ONLY

☐

Valid NYS drivers or non drivers license within city limits of Troy

☐

Valid NYS drivers or non drivers license in Rensselaer County
Business Card or Work ID

_____ Pay stub